

-IMPORTANT: DO NOT LOSE THIS CHECKLIST-

All Students **MUST** have a student visa to participate in this program.
Students arriving without a visa will be sent home by immigration officials at your own expense.
YOU are solely responsible for obtaining your visa **ON TIME** for your program.
Please take this process seriously.

ALL STUDENTS STUDYING AT DICKINSON MAY APPLY FOR A VISA THROUGH THE SPANISH CONSULATE IN NEW YORK

You may opt to use the consulate of your home jurisdiction. You must review the requirements for that consulate as they may differ from the New York Consulate's requirements.
These instructions are for the New York Consulate ONLY. You may apply to the NY Consulate because you study in their jurisdiction of Pennsylvania.
You may not apply for your visa more than 90 days prior to the program start date of August 11, 2014. Processing times at the consulate can be lengthy during the summer months, therefore, we recommend applying as close to the 90 day mark as possible.

NOTE: YOU MUST RELINQUISH YOUR PASSPORT TO THE SPANISH CONSULATE WHEN APPLYING FOR A SPANISH VISA. DO NOT MAKE PLANS TO TRAVEL INTERNATIONALLY DURING THIS TIME.

What You Will Need TO DO:

- **CONSULT** and **READ** information on the **CONSULATE** website.
- **MAKE** an **APPOINTMENT** with the SPANISH CONSULATE on their website. The Spanish consulate **does not** accept applications by mail.
- **GATHER** all of the supporting documentation (and copies!) for your visa application.
- **GO TO** the Spanish Consulate in NEW YORK CITY for an in-person appointment to deliver your VISA APPLICATION and supporting documents.

Step 1: Visa Preparation

- Consult Spain's New York City consulate website
 - Paperwork and Requirements for Consular Services → Requirements for entry into Spain and Visas → Visas → Long stay visas → Student Visa
- **NOW!** Schedule your visa appointment between **May 11 – July 1**
- Download and complete the **National Visa Application** form from the Consulate website (below)
- Gather appropriate documents for the appointment
 - Prioritize – some documents take longer to obtain!
 - *Document list:*
<http://www.exteriores.gob.es/Consulados/NUEVAYORK/en/ServiciosConsulares/Pages/CSNewyork/Visas-New-York.aspx>
- **APPLY** in person for your visa at the New York Consulate. It can take up to four weeks to receive your visa from the time of your appointment.

Step 2: Spanish Consulate in New York City, NY

- Use the checklist in preparation for your visa appointment.

CHECKLIST FOR CONSULATE APPOINTMENT

Items you will need to bring with you in order to apply [Original AND one (1) Photocopy]:

Required Items	Provided by:	Original	Copy	Notes
National Visa Application form	You (in supplemental package)	(2)		Two (2) total; must be signed.
Signed passport	You	(1)	(of face page)	Must be valid until June 20, 2014; must have at least one blank page in order to affix the visa.
Additional Identification	You			i.e.: US driver's license, US state ID card or current student ID.
Two (2) passport-size photographs	You	(2)		Recent, white background; staple one to each application form.
Letter of Acceptance - from Dickinson (CGSE) and the University of Málaga	CGSE (in supplemental package)			Indicates: full-time status, name, address, Spanish registration number, payment of tuition, duration of program, subjects of study, hours per week.
Health Insurance Letter	CGSE (in supplemental package)			Letter indicates: international insurance coverage with a minimum coverage equal to €30,000 and repatriation.
Proof of Financial Means	CGSE			This is included in the <i>Letter of Acceptance</i> .
Police Records Certificate	You	(1)	1	Police Record/Criminal Background check must be from the country of origin or place of your residence for the last five years with Apostille seal. For the United States of America: records issued by the F.B.I. or State Police Background Check are valid. Local Police Background Check will NOT be accepted. <i>If the Certificate is issued outside the USA it must be duly legalized by the corresponding Consulate of Spain plus 1 copy.</i>
Medical Certificate	You	1	1	Doctor's statement on a doctor or medical center letterhead, indicating that the student has been examined and found in good physical and mental health to travel to study

				abroad and is free of contagious diseases or any other illnesses which could lead to Public Health repercussions according to the International Sanitary Regulations plus 1 copy.
Non-refundable Visa Fees	You			Money order ONLY . Check the website for fees .
Evidence of Migratory Status in the USA*	You			*for non-US citizens only Provide <i>Alien Registration Card</i> or <i>US Visa with I-20/IAO-66</i> .
Pre-paid, self-addressed UPS.com label	You			NO OTHER COURIER service will be accepted other than UPS. - create a shipment online at www.ups.com and print label.

- It takes a **minimum of 4 weeks** to process this type of visa through the NYC consulate
- Money orders can be purchased at the Carlisle Post Office at 66 W. Louth Street

Please contact the Center for Global Study and Engagement with any questions

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